

**REPORT OF THE AUDITOR OF PUBLIC ACCOUNTS
AGREED-UPON PROCEDURES ENGAGEMENT
OF THE
CARROLL COUNTY
PROPERTY VALUATION ADMINISTRATOR**

**For The Period July 1, 2004
Through June 30, 2005**



**CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
www.auditor.ky.gov**

**105 SEA HERO ROAD, SUITE 2
FRANKFORT, KY 40601-5404
TELEPHONE (502) 573-0050
FACSIMILE (502) 573-0067**



CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS

Independent Accountant's Report

Robbie Rudolph, Secretary
Finance and Administration Cabinet
The Honorable Dave Robertson
Carroll County Property Valuation Administrator
Carrollton, Kentucky 41008

We have performed the procedures enumerated below, which were agreed to by the Carroll County Property Valuation Administrator (PVA), solely to assist you with the accountability for statutory contribution, receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts for the period July 1, 2004 through June 30, 2005. This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the Carroll County PVA. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are as follows:

1. Procedure -

Determine if the PVA has a receipt ledger, a disbursement ledger, and reconciles bank records to books each month. Re-perform the year-end bank reconciliation (June 30, 2005) to determine if amounts are accurate.

Finding -

PVA has a receipt ledger, a disbursement ledger and reconciles to books each month. Year-end bank reconciliation appears accurate.

2. Procedure -

Compare recorded city receipts to confirmed payment amounts obtained from city governments. Also review the list of city receipts for completeness.

Finding -

Recorded city receipts agree to confirmed payment amounts obtained from city governments. List of city receipts appeared to be accurate.



Robbie Rudolph, Secretary
Finance and Administration Cabinet
The Honorable Dave Robertson
Carroll County Property Valuation Administrator
(Continued)

3. Procedure -

Compare the budgeted statutory contribution by fiscal court to the legally required amounts calculated by the Department of Revenue. Trace the fiscal court payments from the fiscal court statutory contribution budget account to the PVA's local bank account.

Finding -

The budgeted statutory contribution by the fiscal court agreed to the required amounts calculated by the Department of Revenue. The fiscal court payments were properly recorded and were traced to the local bank account.

4. Procedure -

Judgmentally select 15 disbursements from PVA records and agree amounts to cancelled checks, paid invoices or other supporting documentation. Determine if the expenditure is for official business. Review all credit card statements (if any) to determine if expenditures are for official business.

Finding -

Tested disbursements agreed to cancelled checks, paid invoices, or other supporting documentation. All expenditures appeared to be for official business. However, since the PVA was receiving only the front images of the checks with the bank statements, auditor was unable to check for endorsements. We recommend that the PVA speak with the bank about receiving the backs of the imaging. PVA does not have an office credit card.

5. Procedure -

Compare capital outlay disbursements with cancelled checks, supporting documentation, and proper purchasing procedures. Verify the location of newly acquired assets. Determine if assets were added to the PVA's Capital Asset Inventory List.

Finding -

PVA purchased Geosync standard software for the computers. The expenditure agreed to the cancelled checks and supporting documentation and appeared to be properly purchased. However, the asset was not added to the PVA's capital asset inventory list. Auditor recommends inclusion on the list as soon as possible.

Robbie Rudolph, Secretary
Finance and Administration Cabinet
The Honorable Dave Robertson
Carroll County Property Valuation Administrator
(Continued)

6. Procedure -

Scan vehicle lease agreements, personal service contracts, and professional service contracts for cost schedules and compare to actual payments. Determine if services received were appropriate, for official business, and properly authorized.

Finding -

There were no vehicle lease agreements, personal service contracts, and/or professional service contracts.

7. Procedure -

Compare PVA's final budget to actual expenditures to determine if PVA overspent in any account series.

Finding -

It appears that the PVA overspent the 600 account series (capital assets). After discussing this with Revenue, it also appears that the PVA did submit two amendments for the 600 account series, which would have increased the budget enough to avoid overspending. However, only one of the budget amendments was properly processed. We recommend the PVA follow up on these budgetary issues in the future.

8. Procedure -

Determine whether collateral is necessary for the PVA's funds. If necessary determine if the PVA was sufficiently collateralized for the year and if a collateral agreement exists.

Finding -

PVA bank balances remained under the level, which would require pledged collateral.

9. Procedure -

Determine whether timesheets are completed, maintained, and support hours worked.

Finding -

While performing our procedures, we determined the employees of the PVA office did not prepare, sign, or submit timesheets. We recommend the PVA require all employees to maintain timesheets. These timesheets should be prepared by the employee and reviewed, approved, and signed by their supervisor before being submitted for payroll processing.

Robbie Rudolph, Secretary
Finance and Administration Cabinet
The Honorable Dave Robertson
Carroll County Property Valuation Administrator
(Continued)

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on the receipts and disbursements, including capital outlay disbursements, city government receipts, recordkeeping, and leases and contracts. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of the Property Valuation Administrator and the Department of Revenue and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Crit Luallen", with a long horizontal flourish extending to the right.

Crit Luallen
Auditor of Public Accounts

Engagement fieldwork completed -
October 3, 2005

